

City of Chattanooga, TN
Personnel Class Specification

Class Code 0209

FLSA: Non Exempt

CLASSIFICATION TITLE: POLICE FLEET SPECIALIST

PURPOSE OF CLASSIFICATION

The purpose of this classification is to coordinate fleet services operations and to work with fleet management staff to ensure safety and reliability of the department's fleet of vehicles.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Assists in ensuring departmental compliance with all applicable laws, rules, regulations, standards, policies and procedures; promotes compliance with policies governing the use, operation, and maintenance of fleet equipment and vehicles; initiates any actions necessary to correct deviations or violations.

Conducts inspections of vehicles assigned to fleet; reviews inspection reports from other units; conducts daily inspections of vehicles to ensure safety and proper operations; identifies damaged, wrecked, or malfunctioning vehicles; prepares reports describing unreported damage or abuse to vehicles.

Provides direction and observation of employees operating department vehicles.

Coordinates assignment of vehicles to departmental employees; assigns vehicles, receives returned vehicles, and reassigns vehicles according to policies.

Prepares and maintains fleet records: maintains current inventory records of all vehicles assigned to the department; maintains computerized records of vehicles utilized for undercover, narcotics, take-home, or other special purposes; maintains records of vehicles assigned to various precinct stations; prepares lists of vehicles exceeding departmental standards governing mileage and condition; prepares lists of vehicles to be assigned to surplus status; maintains records of status of vehicle inspections, tags, or registrations.

Testifies at department hearings regarding damaged/abused vehicles.

Composes correspondence and reports on behalf of the department.

Prepares or completes various forms, reports, correspondence, lists, vehicle inspection reports, activity reports, vehicle assignment records, inventory records, or other documents.

Receives various forms, reports, correspondence, vehicle inspection reports, fleet assignment records, tag/title documentation, vehicle manuals/documentation, policies, procedures, manuals, directories, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a motor vehicle, personal computer, general office equipment, two-way radio, air compressor, hand tools, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, e-mail, Internet, or other computer programs.

Performs manual/mechanical tasks associated with maintenance of fleet; removes or replaces vehicle batteries; utilizes jumper cables to start batteries; inflates flat tires; makes keys and key tags.

Coordinates work activities with department staff, other departments, outside agencies, or others as needed.

Communicates with supervisor, employees, other departments, City officials, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

ADDITIONAL FUNCTIONS

Performs general/clerical tasks, which may include answering telephone calls, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED supplemented by two (2) years previous experience and/or training involving fleet coordination OR involving basic/general repair and maintenance of equipment, automobiles, and/or service vehicles; or any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job. Must have some experience in computer operations and fleet coordination/records management; and possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, odors, wetness, humidity, rain, temperature and noise extremes, fumes, smoke, machinery, or traffic hazards.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to

qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Last Edited: September 2002